Expense	MHC Grant Request	Cost-Share	
		Cash	In-Kind
Salaries + Wages	X		$2,960
Honoraria	$3,000.00	$300	X
Supplies	X		X
Printing + Duplicating	X		$100
Facilities Rental	X		X
Equipment	X		$150
Advertising + Promotion			X
Total	**$3,000.00**	**$300**	**$3,210**

Honoraria:
- 4 panelists for virtual public panel, $300 each
- Hire of a contractual web designer, $40 x 40 hours + $500 bonus upon completion of the prototype.
  - These rates are based on average hourly rate for web developers in MS + consultation from Dr. Sarah Lee, computer science professor at USM. The panel will debut the website in conjunction with the presentation from the panelists, then the panel will segue to the digitization workshop.
  - Along with explaining the historical significance of the letters, the website will also include tools for engaging with the collection, and provide guidance for preparing other individual collections for similar interactions.

Printing + Duplicating
- $100 to help cover the cost of ink/paper for print publicity for the virtual panel

Advertisement
- $100 to go towards boosting social media posts about the virtual panel

In-Kind
- We estimate planning and coordinating the workshop will take an estimated 40 hours of staff/faculty time. The two faculty serving as PIs, plus the newly hired Data Services Librarian will be involved in planning and coordinating. These three faculty members have a combined $74/hour, coming to $2,960.
- Fant Memorial Library will add 10% in-kind funding in cash toward hosting the panel at $300
- We estimate $100 to cover the cost of printed materials using Fant's Library's color printer/ink
- Equipment
  - The equipment (scanners and computers) in the Mims Digitization lab will be used for the workshop at an estimated rate of $100/hour
  - The use of the university's institutional subscription to Zoom is estimated to cost $50/host.